AGENDA
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, MAY 15, 2018
6:00 PM

CALL TO ORDER

CITIZEN'S OPEN FORUM Individuals requesting to speak during Citizen's Open Forum will be required to complete a "REQUEST TO SPEAK FORM" and present it to the Secretary of the Parks Development Corporation prior to commencement of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the Parks Development Corporation on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No deliberation or comments will be made with regard to citizen comments and no formal action can be taken by the Parks Development Corporation on items that are not posted on the agenda.

REPORTS FROM STAFF

1. Parks and Community Services Report for April 2018
   Sal Torres, Parks and Community Services Director

2. Monthly Financial Report for the period ending March 31, 2018
   Sandra Gibson, Director of Finance

APPROVAL OF MINUTES

1. Minutes of the March 20, 2018 Regular Meeting

NEW BUSINESS

1. Acceptance of the Watauga Parks Development Corporation audit for the period ending September 30, 2017
   Sandra Gibson, Director of Finance

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Zolaina R. Parker, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on May 10, 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker

Zolaina R. Parker, City Secretary, TRMC

CITY OF WATAUGA, TEXAS

AGENDA MEMORANDUM

DATE: May 3, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sal Torres, Parks and Community Services Director

SUBJECT: Parks and Community Services Report for April 2018

BACKGROUND/INFORMATION:
The monthly report attached provides a summary of activity for the month of April 2018.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:
Recommend review of report and discussion if desired.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Copy of monthly report April 2018

REVIEWED BY:

Sal Torres	Created/Initiated - 05/09/2018
Zolaina Parker	Final Approval - 05/10/2018

MONTHLY REPORT FOR PARKS DEPARTMENT- April 2018
4/1-/30/2018

Turf Maintenance [1]	Cycles per month	Crew (3) hours per month
Municipal Buildings (1)	2	1
Park Grounds (7)	2	34
Right of Ways (3)	0	0
Undeveloped properties (3)	4	12
Totals:	**8**	**47**

Sanitation [2]	Cycles per month	Man hours per month
Capp-Smith	20	80
Foster Village	12	12
Parks-general	12	12
Recreation Center	12	12
Totals:	**56**	**116**

Landscape [3]	Sites per month
Fertilize	10
Plant installation	5
Irrigation checks	11
Irrigation repairs	23
Herbicide spraying	13
Trimming/pruning	3

Sports field maintenance [4]	Mowing cycles	Game preparation cycles
Baseball	4	12
Football	2	3
Kickball	4	12

MONTHLY REPORT FOR PARKS DEPARTMENT- April 2018
4/1-/30/2018

Additional work completed

Major repairs to lighting system at Capp-Smith Park.
Sprayed herbicides and pesticides at multiple locations.
Removed excess trash from lake.
Repaired fence panels at Capp-Smith park as needed.
Monthly playground safety inspections and repairs completed as needed.
Installation of new electrical outlets completed for storage buildings at Foster Village Park.
Contract mowing services started week of April 2.

[1] Includes mowing, string trimming, edging, blowing, debris and trash removal.

[2] Cleaning of restroom facilities, emptying trash cans, and removal of loose trash on grounds.

[3] All work associated with horticulture

[4] Field maintenance includes mowing, clay surface repair/preparation, striping, base anchor repair, and pitching mound repair.

AGENDA MEMORANDUM

DATE: May 8, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Monthly Financial Report for the period ending March 31, 2018

BACKGROUND/INFORMATION:
The Parks Development Corporation's monthly financial report for the period ending March 31, 2018 is attached for the Board's review.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Review of monthly financial report

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. PDC Monthly Financial - MARCH 2018 REPORT
2. March 2018 Detail

REVIEWED BY:
Sandra Gibson	Created/Initiated - 05/09/2018
Zolaina Parker	Final Approval - 05/10/2018

AGENDA MEMORANDUM

DATE: May 15, 2018

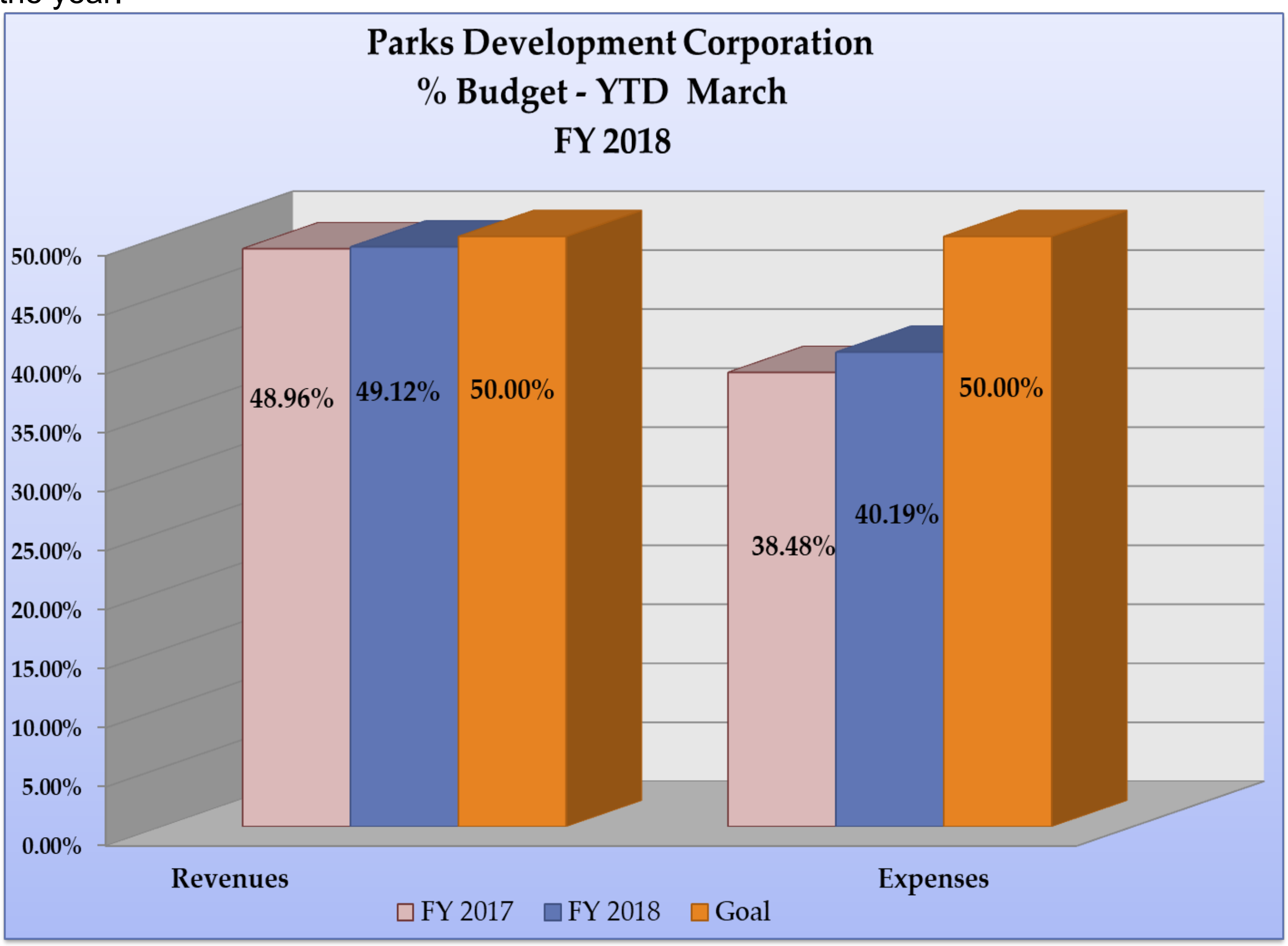
TO: Watauga Parks Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of March 2018

The attached report and below graph represent the results of transactions through March 2018 which is the 6th month of the fiscal year and 50% through the FY2017-18 budget.

The year-to-date sales tax distribution is $358,896, which is 49% of budgeted revenues. Total year-to-date expenditures are $304,617 which is 40% of the budget expended for the year.



CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending March 31, 2018 (2nd Qtr.)

PARKS DEVELOPMENT FUND - 04

REVENUE:	CURRENT BUDGET	3/31/2018 YTD ACTUAL	% USED	% REMAINING	3/31/2017 YTD ACTUAL	$ CHG 18 vs 17	% CHG 18 vs 17
SALES TAX	735,000	358,896	48.83%	-48.83%	363,923	(5,028)	-1.38%
INTEREST EARNINGS	1,000	2,597	259.68%	-259.68%	1,286	1,311	101.99%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	$736,000	$361,492	49.12%	-49.12%	$365,209	(3,717)	-1.02%
TOTAL EXPENDITURES	757,850	304,617	40.19%	-40.19%	$ 287,853	16,763	5.82%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	($21,850)	$56,876			$77,355	($20,480)	

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 8, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Zolaina Parker, City Secretary, TRMC

SUBJECT: Minutes of the March 20, 2018 Regular Meeting

BACKGROUND/INFORMATION:
The Minutes of the March 20, 2018 Regular Meeting are attached for your review and approval.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Recommend approval of Minutes.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Minutes Draft

REVIEWED BY:

Zolaina Parker	Created/Initiated - 05/10/2018
Zolaina Parker	Final Approval - 05/10/2018

MINUTES
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, MARCH 20, 2018
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:00 P.M.

Members present:

Art Miner	President
Pete Beierschmitt	Vice-President
Leah Chauvin	Director
Jan Hill	Director
Kim Irving	Director
Chase Poorman	Director

with

Secretary Becky Hartless, absent with notice.

and

Sal Torres	Director of Parks and Community Services
Sandra Gibson	Director of Finance

CALL TO ORDER

President Miner called the meeting to order at 6:00 p.m.

CITIZEN'S OPEN FORUM

None.

REPORTS FROM STAFF

1. Financial Report for the month of February 2018

   Sandra Gibson, Director of Finance/Treasurer, presented the Financial Report for the month of February 2018.

2. Parks and Community Services Report for February 2018

   Sal Torres, Director of Parks and Community Services, presented the Parks and Community Services Report for February 2018.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of February 20, 2018

   Director Beierschmitt made a motion to approve the minutes of the Regular Meeting of February 20, 2018 as presented. Director Poorman seconded the motion, which passed as follows:

AYES:	Beierschmitt, Hill, Chauvin, Irving, Poorman
NAYS:	None
ABSTAIN:	Miner
ABSENT:	Hartless

PUBLIC HEARING

1. Public Hearing to allow for citizen input regarding the Shade Structure Project at Indian Springs Park in an amount not to exceed $21,580

   a. Open Public Hearing-allow for staff comments

      President Miner recessed the meeting and opened the public hearing at 6:08 p.m. Sal Torres, Director of Parks and Community Services, provided a summary of the project.

   b. Public Comments

      There were no public comments.

   c. Close Public Hearing

      President Miner closed the public hearing and reconvened the meeting at 6:10 p.m.

2. Public Hearing to allow for citizen input regarding the Picnic Pad Areas Project at Foster Village Park in an amount not to exceed $44,000

   a. Open Public Hearing-allow for staff comments

      President Miner recessed the meeting and opened the public hearing at 6:10 p.m.

   b. Public Comments

      There were no public comments.

   c. Close Public Hearing

      President Miner closed the public hearing and reconvened the meeting at 6:11 p.m.

NEW BUSINESS

1. Discussion and action to approve the Shade Structure Project at Indian Springs in an amount not to exceed $21,580 and recommend it be presented to the City Council for final approval

Director Hill made a motion to approve the Shade Structure Project at Indian Springs in an amount not to exceed $21,580 and recommend it be presented to the City Council for final approval. Vice-President Beierschmitt seconded the motion, which passed as follows:

AYES:	Beierschmitt, Hill, Chauvin, Irving, Poorman
NAYS:	None
ABSTAIN:	Miner
ABSENT:	Hartless

2. Discussion and action to approve the Picnic Pad Project at Foster Village Park in an amount not to exceed $44,000 and recommend it be presented to the City Council for final approval

Vice-President Beierschmitt made a motion to to approve the Picnic Pad Project at Foster Village Park in an amount not to exceed $44,000 and recommend it be presented to the City Council for final approval. Director Irving seconded the motion, which passed as follows:

AYES:	Beierschmitt, Hill, Chauvin, Irving, Poorman
NAYS:	None
ABSTAIN:	Miner
ABSENT:	Hartless

ADJOURNMENT

With there being no further business to conduct, President Miner adjourned the meeting at 6:13 p.m.

APPROVED: this _______ day of ___________________, 2018

SIGNED: this _______ day of ___________________, 2018

ATTEST:	APPROVED:
_________________________	_________________________
Becky Hartless, Secretary	Art Miner, President

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: May 8, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Acceptance of the Watauga Parks Development Corporation audit for the period ending September 30, 2017

BACKGROUND/INFORMATION:

The City of Watauga's combined annual financial audit, including the Watauga Parks Development Corporation, has been completed for the fiscal year ending September 30, 2017.

The Watauga Parks Development Corporation (WPDC) is a Special Revenue Fund within the City's combined financial statements. As of September 30, 2017, the fund balance in the WPDC Sales Tax fund (operating fund) is $809,996, which is an increase of $83,226 over the previous year. Expenditures for Fiscal Year 2017 include operating expenditures of $617,814. Sales tax receipts were lower than budget by $21,675 and actual expenditures were under budget for the year by $92,336.

The WPDC Capital Projects Fund balance as of September 30, 2017 is $430,390. Expenditures totaling $78,449 included the purchase and installation of a shade structure at Foster Village Park, playground equipment at Birdville Park and the Capp Smith retaining wall project (engineering and design). The retaining wall project began in FY2017 and was added to construction in progress. The WPDC Revenue Bond Debt Service Fund balance at year end was $2,824.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Staff recommends the Board's acceptance of this audit. If you have further questions, please do not hesitate to call.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PDC AUDIT CAFR 2017

AGENDA MEMORANDUM

REVIEWED BY:

Sandra Gibson	Created/Initiated - 05/09/2018
Zolaina Parker	Final Approval - 05/10/2018

CITY OF WATAUGA, TEXAS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
WPDC SALES TAX SPECIAL REVENUE FUND
Year Ended September 30, 2017

	Budget Amounts		Actual	Variance Positive /
	Original Budget	Final Budget	Amounts	(Negative)
Revenues				
Taxes	$ 744,935	$ 744,935	$ 723,260	$ (21,675)
Interest income	1,000	1,000	4,699	3,699
Total Revenues	745,935	745,935	727,959	(17,976)
Expenditures				
Current:				
Culture and recreation	700,150	700,150	610,119	90,031
Capital Outlay	10,000	10,000	7,695	2,305
Total Expenditures	710,150	710,150	617,814	92,336
Excess (deficiency) of revenues over expenditures	35,785	35,785	110,145	74,360
Other financing sources (uses)				
Proceeds from sale of assets	-	-	7,151	7,151
Transfers out	(38,000)	(38,000)	(36,285)	1,715
Total other financing sources (uses)	(38,000)	(38,000)	(29,134)	8,866
Net change in fund balances	(2,215)	(2,215)	81,011	83,226
Fund balances, beginning of year	728,985	728,985	728,985	-
Fund balances, end of year	$ 726,770	$ 726,770	$ 809,996	$ 83,226

CITY OF WATAUGA, TEXAS
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS
September 30, 2017

	Special Revenue Funds						
	WPDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund	Municipal Court Juvenile Case Manager Fund	Traffic Safety Fund
ASSETS							
Cash and cash equivalents	$ 335,236	$ 364,595	$ 16,430	$ -	$ 67,588	$ 57,916	$ 638,033
Investments	366,799	685,212	16,655	15,444	58,500	69,401	-
Accounts receivable	120,094	240,913	194	70	144	171	-
Prepaids and deposits	4,675	2,523	-	-	-	-	-
Total assets	$ 826,804	$ 1,293,243	$ 33,279	$ 15,514	$ 126,232	$ 127,488	$ 638,033
LIABILITIES AND FUND BALANCES							
LIABILITIES							
Accounts payable	$ 6,112	$ 11,987	$ -	$ -	$ -	$ -	$ 358,158
Accrued liabilities	10,696	48,126	144	1,397	-	685	8,958
Total liabilities	16,808	60,113	144	1,397	-	685	367,116
FUND BALANCES							
Non-spendable							
Prepaid items	4,675	2,523	-	-	-	-	-
Restricted							
Capital acquisitions and contractual obligations	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-
Culture and recreation	805,321	-	33,135	-	-	-	-
Public works	-	-	-	-	-	-	-
Public safety	-	1,230,607	-	14,117	126,232	126,803	270,917
Total Fund Balances	809,996	1,233,130	33,135	14,117	126,232	126,803	270,917
Total Liabilities and Fund Balances	$ 826,804	$ 1,293,243	$ 33,279	$ 15,514	$ 126,232	$ 127,488	$ 638,033

				Capital Projects Funds			
Park Vista Fund	Street Maintenance Sales Tax Fund	Total Special Revenue Funds	WPDC Revenue Bond Debt Service Fund	WPDC Construction Fund	Bunker Hill Drainage Fund	Total Capital Projects Funds	Total Non major Governmental Funds
$ 120	$ 292,602	$ 1,772,520	$ 2,824	$ 137,628	$ 2	$ 137,630	$ 1,912,974
-	675,185	1,887,196	-	298,914	-	298,914	2,186,110
-	121,913	483,499	-	738	-	738	484,237
-	-	7,198	-	-	-	-	7,198
$ 120	$ 1,089,700	$ 4,150,413	$ 2,824	$ 437,280	$ 2	$ 437,282	$ 4,590,519
$ -	$ 5,310	$ 381,567	$ -	$ 6,890	$ -	$ 6,890	$ 388,457
-	-	70,006	-	-	-	-	70,006
-	5,310	451,573	-	6,890	-	6,890	458,463
-	-	7,198	-	-	-	-	7,198
-	-	-	-	430,390	2	430,392	430,392
-	-	-	2,824	-	-	-	2,824
120	-	838,576	-	-	-	-	838,576
-	1,084,390	1,084,390	-	-	-	-	1,084,390
-	-	1,768,676	-	-	-	-	1,768,676
120	1,084,390	3,698,840	2,824	430,390	2	430,392	4,132,056
$ 120	$ 1,089,700	$ 4,150,413	$ 2,824	$ 437,280	$ 2	$ 437,282	$ 4,590,519

CITY OF WATAUGA, TEXAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NON MAJOR GOVERNMENTAL FUNDS
Year Ended September 30, 2017

	Special Revenue Funds						
	WPDC Sales Tax Fund	Watauga Crime Control and Prevention Fund	Library Donation Fund	Municipal Court Security Fund	Municipal Court Technology Fund	Municipal Court Juvenile Case Manager Fund	Traffic Safety Fund
Revenues							
Taxes	$ 723,260	$ 1,435,448	$ -	$ -	$ -	$ -	$ -
Fines and forfeitures	-	-	-	-	-	-	891,853
Interest income	4,699	6,539	779	379	757	913	393
Miscellaneous	-	44,114	7,216	11,339	15,095	18,798	-
Total revenues	727,959	1,486,101	7,995	11,718	15,852	19,711	892,246
Expenditures							
Current:							
Public safety	-	1,276,031	-	18,239	4,807	23,764	752,272
Culture and recreation	610,119	-	1,926	-	-	-	-
Public works	-	-	-	-	-	-	-
Capital outlay	7,695	46,546	-	-	-	-	-
Total Expenditures	617,814	1,322,577	1,926	18,239	4,807	23,764	752,272
Excess (deficiency) of revenues over expenditures	110,145	163,524	6,069	(6,521)	11,045	(4,053)	139,974
OTHER FINANCING SOURCES (USES)							
Proceeds from sale of assets	7,151	-	-	-	-	-	-
Transfers out	(36,285)	(28,813)	-	-	-	-	-
Total other financing sources (uses)	(29,134)	(28,813)	-	-	-	-	-
Net change in fund balances	81,011	134,711	6,069	(6,521)	11,045	(4,053)	139,974
Fund balances - beginning	728,985	1,098,419	27,066	20,638	115,187	130,856	130,943
Fund balances - ending	$ 809,996	$ 1,233,130	$ 33,135	$ 14,117	$ 126,232	$ 126,803	$ 270,917

Park Vista Fund	Street Maintenance Sales Tax Fund	Total Special Revenue Funds	WPDC Revenue Bond Debt Service Fund	Capital Projects Funds: WPDC Construction Fund	Capital Projects Funds: Bunker Hill Drainage Fund	Capital Projects Funds: Total Capital Projects Funds	Total Non major Governmental Funds
$ -	$ 715,360	$ 2,874,068	$ -	$ -	$ -	$ -	$ 2,874,068
-	-	891,853	-	-	-	-	891,853
-	9,704	24,163	24	4,294	-	4,294	28,481
-	-	96,562	-	-	-	-	96,562
-	725,064	3,886,646	24	4,294	-	4,294	3,890,964
-	-	2,075,113	-	-	-	-	2,075,113
-	-	612,045	-	-	-	-	612,045
-	87,498	87,498	-	-	-	-	87,498
-	371,245	425,486	-	78,449	-	78,449	503,935
-	458,743	3,200,142	-	78,449	-	78,449	3,278,591
-	266,321	686,504	24	(74,155)	-	(74,155)	612,373
-	-	7,151	-	-	-	-	7,151
-	-	(65,098)	-	-	-	-	(65,098)
-	-	(57,947)	-	-	-	-	(57,947)
-	266,321	628,557	24	(74,155)	-	(74,155)	554,426
120	818,069	3,070,283	2,800	504,545	2	504,547	3,577,630
$ 120	$ 1,084,390	$ 3,698,840	$ 2,824	$ 430,390	$ 2	$ 430,392	$ 4,132,056